

# **PROCESSING ACCRUALS AT YEAR END (PR-PER-5)**

**AUGUST 2002**

***VERSION (3.0)***

# PROCESSING ACCRUALS AT YEAR END

## OVERVIEW

Accruals Year-End Processing handles unused accruals balances and establishes Start-of-Year accruals balances for the new reporting period. The Vacation/Sick Tables specify how unused leave time and excess days are handled.

**NOTE:** *This process should be run for all accruals and all accrual types should be processed simultaneously, unless Buyout Pay Types are being used.*

**CAUTION:** *Accruals Year-End Processing MUST be performed prior to adding or using any accruals history records in the new year, or the new year history records will be included in Year-End Processing.*

This document provides instructions for processing accruals at year end. For an overview of accruals, refer to the appropriate section in the *Introduction to Payroll/Personnel* document in the *Overview* section.

**NOTE:** *This document does not address Accruals Processing within the Payroll Module.*

## PROCESSING ACCRUALS AT YEAR END

**To Process Year End Accruals, Select:**

B) PAYROLL & PERSONNEL

D) End of Period Functions

A) End of Period Processing

D) Accruals Year End Processing

The following screen is displayed:

1. Select **Define** from the Side Bar.
2. Enter the desired criteria:

Field Name	Description
<b>Accrual Type</b>	Required. Range of Accrual Types to process.
<b>Location</b>	Optional. Location range (starting and ending) must match Location from Employee Recurring Pay File records flagged <b>Y</b> for Base Pay. If employees have multiple Recurring Pay File records flagged <b>Y</b> for Base Pay, the program will use the record with the matching Job Class Code <b>AND</b> the lowest regular Pay Type.  If an employee's location falls outside of this range, the employee will not be included in the process. Leave this field as defaulted to process <b>ALL</b> employees regardless of Location Range.

<b>Field Name</b>	<b>Description</b>
<b>Group/BU</b>	Optional.  Group/Bargaining Unit must match Group/BU from the Employee Recurring Pay File records flagged <b>Y</b> for Base Pay. If employees have multiple Recurring Pay File records flagged <b>Y</b> for Base Pay, the program will use the first record found with the matching Job Class Code <b>AND</b> the lowest regular Pay Type.  If an employee's Group/BU falls outside of this range, the employee will not be included in the process. Leave this field as defaulted to process <b>ALL</b> employees regardless of Group/BU.
<b>Anniversary Date</b>	The Anniversary Date range of the employees to include in the update. The range will be checked against the "Accr Date" in EMPLOYEE ACCRUALS to ensure that the employees meet this selection criteria.  <i>If Employees do not earn on anniversary dates, it is imperative that this range be left as "0101" to "1231" to process <b>ALL</b> employees regardless of "Accr Date".</i>
<b>Effective Date</b>	Required.  Effective date of Accrual Posting defaults to today's date. For accruals in which length of service plays a role, the Effective Date is compared to the employee's Accrual Date to determine total months of service.
<b>Buyout Pay Type</b>	NOT RECOMMENDED. This functionality has not been reviewed by KDE and is not addressed in this document.  Pay type to buy out accruals with. All accruals in the range must be bought out with the same pay type. To process several different Buyout Pay Types, run the program multiple times. If Buyout Pay Types are not being used, the program need only be run <b>ONCE</b> .

3. Press **ESC**.
4. Select the **Output** icon from the Toolbar and **Print** the proof report.
5. Review the proof and respond to the prompt, **Do you wish to apply these updates?**

If you enter **Y** at the prompt, the Employee Accrual and Employee Accrual History records are updated. Enter **N** at the prompt to stop the process and fix the records.